



**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
ASSISTANT CHIEF COUNSEL
DEPARTMENTAL OPEN**

Bulletin Release Date: April 10, 2015

Final Filing Date: May 11, 2015

OB10-5871 5H147



The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement may take this examination, which is competitive.

HOW TO APPLY: Applications (STD. 678) and Supplemental Applications (see page three) must be submitted via the U.S. Postal Service or hand delivered to the California Department of Public Health Human Resources Office (hours are 8:00 AM to 5:00 PM). Standard State Applications (STD. 678) can be found at: <http://jobs.ca.gov/pdf/std678.pdf>. Submit Standard State Application to:

Mailing Address:

California Department of Public Health
Selection & Certification Unit
MS 1700-1702
P.O. Box 997378
Sacramento, CA 95899-7378

File in Person Address:

California Department of Public Health
Selection & Certification Unit
1501 Capitol Avenue, Suite 71.1501
Sacramento, CA 95814
Telephone: (916) 552-9212

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES. ALSO, THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH WILL NOT ACCEPT APPLICATIONS SENT ONLINE, VIA INTER-AGENCY MAIL OR FAX.

FINAL FILING DATE: Applications (Form STD. 678) must be submitted by **May 11, 2015** the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the filing deadline will not be accepted.

SALARY RANGES: \$9,109.00 - \$10,551.00 per month

EMPLOYEE BENEFITS:

In addition to the salary above the California Department of Public Health offers benefits in the following areas:

- Health, Dental, and Vision
- Cash Benefit Programs
- Disability Insurance
- Work, Home, and Family
- Beneficiary and Survivor Benefits
- Awards
- Retirement and Separation Benefits
- Flexible Schedules
- Public Transit Reimbursement (limits apply)

A complete description of all benefits may be viewed at <http://www.calhr.ca.gov/Pages/home.aspx>

POSITION DESCRIPTION: The Chief Counsel series describes three classifications which have responsibility for the legal program of various State departments. This includes responsibility for planning, organizing, directing, coordinating, and reviewing the work of a professional legal staff; acting as legal advisor to top management; preparing legislation and representing the Department before the Legislature; formulating legal policy; and participating as a member of top management in the development and implementation of department policy. Works under the general direction of a Chief Counsel II, CEA, in planning, organizing, directing, coordinating and reviewing the work of a major legal section of a large legal office.

Positions exist with the California Department of Public Health in Sacramento County.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications **must** include “to” and “from” dates (month/day/year), time base, job titles and/or civil service class title(s), and range (if applicable) for all work experience. College course Information **must** include title, number of semester or quarter units, and name of institution, completion dates, and degree. **Applications received without this information will be rejected. Applicants must submit a copy of unofficial transcripts along with the application when using education to meet the entrance requirements for this examination.**

MINIMUM QUALIFICATIONS:

Membership in the State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.) and Either I Two years of experience in the California state service performing legal duties* at a level of responsibility equivalent to Staff Counsel, Range D. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.)

Or II

Broad and extensive experience (more than five years) in the practice of law*. (Experience in California state service applied toward this requirement must include the same number of years of qualifying experience as required in Pattern I above performing the duties of a class at a level of responsibility equivalent to that described in Pattern I.)

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

EXAMINATION INFORMATION: The examination will consist of a Supplemental Application weighted 100%. Applicants are required to respond to the five supplemental items provided on this announcement. These supplemental items are designed to identify job achievement in specific areas that demonstrates ability to successfully perform at the Assistant Chief Counsel level. Responses to the supplemental items will be assessed based on predetermined job-related rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.

The California Department of Public Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified. Please ensure that your return envelope has adequate postage. Facsimiles (FAX) will not be accepted under any circumstance.

SCOPE: Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

Knowledge of:

1. Knowledge of the organization, purposes, functions, and procedures of the Department of Public Health (DPH) to understand its programs and better communicate with program staff and directorship.
2. Knowledge of the organization, functions, and operation of the California Legislature to analyze applicable legislation and participate in developing and/or commenting on pending bills.
3. Knowledge of the organization, functions, and operation of executive and judicial branches of government to effectively adopt, defend and enforce DPH programs.
4. Knowledge of applicable Constitutional provisions and federal, State, and local laws, regulations, and executive orders to assist in developing and implementing DPH programs and regulations and to enforce them.
5. Knowledge of legal principles and their applications to assign, review, and evaluate the work of subordinate attorneys.
6. Knowledge of legal principles and precedents and their application to the most difficult, complex, and novel legal problems to protect the legal interest of DPH.

7. Knowledge of language structure and content including the meaning and spelling of words, rules of composition, and grammar to ensure written materials prepared and reviewed are complete, error free, convey information, and reduce legal risk using written advocacy skills.
8. Knowledge of legal terminology to understand and advise regarding legal issues, and to litigate legal cases, of varying complexity and difficulty.
9. Knowledge of court procedures and administrative litigation to evaluate case progress and to assign, review and evaluate the work of subordinate attorneys.
10. Knowledge of administrative law and the requirements for the adoption of regulations in California to provide legal advice to DPH and reduce legal exposure.
11. Knowledge of the provisions of the Health and Safety Code, Government Code, and other State and Federal statutes to research difficult and complex legal issues, to evaluate the work of subordinate attorneys, to provide advice, and to enforce DPH regulations and programs.
12. Knowledge of available research sources, both printed and electronic (e.g., primary legal texts, secondary legal texts, and electronic databases), to complete legal research and to evaluate the work of subordinate attorneys.
13. Knowledge of the Department's Equal Employment Opportunity (EEO) program objectives to ensure compliance with laws, regulations, and policies in the workplace.
14. Knowledge of a manager's role in the EEO program and the processes available to provide effective leadership and promote a cohesive working environment.
15. Knowledge of the rules of evidence and procedures to prepare for and participate in legal proceedings in collaboration with the Office of the Attorney General.
16. Knowledge of the principles of public administration, personnel management and supervision to assign, review and evaluate the work of subordinate attorneys and staff.
17. Knowledge of computer software applications for word processing, communication, and caseload management to produce needed documents, communications, and presentations.
18. Knowledge of labor and employment law, rules, and regulations administered or enforced by the Department.
19. Knowledge of privacy laws.
20. Knowledge of employment and labor laws and related regulations and processes, such as adverse actions, grievances, and related processes.
21. Knowledge of techniques to organize and motivate individuals and groups.
22. Knowledge of the Department's policies governed by Federal Family Medical Leave Act (FMLA) and State California Family Rights Act (CFRA) laws to ensure that employee's rights and responsibilities are protected.
23. Knowledge of the laws and rules governing the State formal disciplinary process to address inappropriate behavior or unacceptable performance.
24. Knowledge of the Americans with Disability Act (ADA) in order to comply with Federal laws.
25. Knowledge of the Department's health and safety program in order to promote and provide a safe work environment.

Ability to:

1. Ability to analyze legal principles and precedents and apply them to complex legal administrative problems to produce accurate results and provide guidance and advice.
2. Ability to conduct the most complex and difficult legal research to gather information to complete assignments for the defense and implementation of DPH programs and regulations.
3. Ability to prepare and review legal documents (e.g., opinions, draft pleadings, administrative rulings, regulations) and statements of complex fact, law, and argument in a clear and logical manner in written form to effectively and accurately convey information.
4. Ability to verbally present legal statements of complex fact, law, and argument in a clear and logical manner to effectively and accurately convey information and to persuade the listener.
5. Ability to perform the most difficult statutory drafting to ensure quality and to accomplish DPH objectives.
6. Ability to review in a timely manner a large volume of incoming and outgoing legal correspondence, with a broad range of complexity, in a variety of subject areas to determine further action needed and/or assign or approve.
7. Ability to work effectively under pressure and unfavorable conditions to ensure the timely delivery of high quality work.
8. Ability to analyze situations accurately to adopt an effective course of action.
9. Ability to use correct grammar, punctuation, and spelling to ensure that prepared and reviewed written materials are complete and free of errors.
10. Ability to identify client objectives in the context of applicable substantive law to adopt an effective legal strategy.
11. Ability to understand the interrelationships of statutory schemes, constitutional provisions, and case law to represent DPH programs and further DPH interests.

12. Ability to recognize and address applicable issues arising from Federal, State, and local laws and effectively assist program staff, in various program areas, to address complex, multidisciplinary issues.
13. Ability to recognize factual situations implicated by the Bagley-Keene Open Meeting Act, the California Administrative Procedure Act, and the Public Records Act to ensure work performed is in compliance with these laws and related DPH procedures.
14. Ability to communicate effectively and professionally with Directorate, executive management, and program staff to identify needs, alert them to potential problems with requested work, resolve problems, and develop solutions.
15. Ability to maintain a courteous demeanor when dealing with staff and the public under all circumstances to ensure Department of Public Health is represented professionally.
16. Ability to supervise and/or cooperatively work with various teams to ensure the successful completion of goals and objectives.
17. Ability to work independently to complete work projects and assignments.
18. Ability to plan, organize, and direct the work of a staff of attorneys, paralegals, and analysts to ensure work is completed.
19. Ability to continuously monitor status of outstanding legal issues to provide status updates, legal options, and/or resolution to upper management and Administration.
20. Ability to advise the department's EEO program to ensure compliance with applicable Federal, State and local laws, regulations and policies.
21. Ability to identify and evaluate rules applicable to trial, hearing and other administrative proceedings to formulate and apply legal strategy.
22. Ability to analyze data, draw sound conclusions and remain unbiased in considering alternatives.
23. Ability to analyze information to detect potential logical, legal, and/or factual flaws in arguments and assumptions.
24. Ability to prepare and review reports.
25. Ability to interact professionally and gain the confidence and support of all levels of management, staff and the public and advise them on a wide range of legal and administrative matters.
26. Ability to express facts, ideas, and legal arguments in succinct, organized, and accurate reports, correspondence or other job related documents (e.g., legal opinions and arguments, statutory proposals, proposed regulations, requests for discovery, responses to discovery requests, position papers, correspondence).
27. Ability to create and maintain a cooperative working environment.
28. Ability to plan, organize, and direct the work of a multidisciplinary professional and administrative staff.
29. Ability to act independently in fulfilling the position's responsibilities.
30. Ability to recognize and understand the political environment and the consequences of actions.
31. Ability to identify and prioritize critical issues to allocate resources to resolve the question or matter.
32. Ability to exercise a high degree of initiative and independent judgment.
33. Ability to use a personal computer and related equipment.

Preparation, Development, Review of
State Civil Services Examination Material

EXAMINATION TITLE: Assistant Chief Counsel

State law requires that civil service examinations are confidential and impartial. We ask that you assume a personal responsibility in maintaining the competitive aspects and confidential nature of this examination. The personal information that you provide on this form is required for documentation purposes. All information will remain confidential.

As a candidate, you must comply with the following test security standards:

1. DO NOT REVEAL the fact that you are participating in the examination process to anyone.
 2. DO NOT DISCUSS any aspect of the examination with anyone. This includes supervisors, peers and co-workers. This security limitation includes information on all questions and answers.
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I certify that:

1. I will not reveal to anyone that I am participating in this examination.
2. I will not discuss any aspect of this material with anyone.
3. I will adhere to all the established security measures.

I hereby certify and understand that the information provided by me in this supplemental application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsification. I further understand that this information may be verified and that, if it is discovered I have made any false representations, I will be removed from the promotional list resulting from this examination, and possibly dismissed from civil service.

Signature

Date

Printed Name

Return this page with your original signature along with your Supplemental Application.

SUPPLEMENTAL APPLICATION: Each applicant for this examination **must** complete and submit responses to the six supplemental items that follow. Answer questions completely; incomplete responses and omitted information cannot be considered or assumed. Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the supplemental application. YOUR RESPONSES ARE SUBJECT TO VERIFICATION and should be an accurate reflection of your personal experience.

Applications received without responses to the supplemental items will be rejected.

INSTRUCTIONS: When responding to the supplemental items, please follow these guidelines:

- Your responses must be typewritten or generated by word processing on 8½" X 11" paper.
- Your font size should be no smaller than "10" pitch.
- Your responses must be limited to one page per item.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately, indicating the corresponding item number for each response. (You may include multiple responses on a single page.)
- Include place of employment, pertinent dates, duties performed, etc., when responding to items.
- In the event that one particular job contained responsibilities applicable to several items, separate the different functions of the job in order to respond to all items completely.
- Please return your state application (STD. 678) and two copies of the Supplemental Items to the address listed on the front of the bulletin.

NOTE: Resumes, letters, and other materials will not be evaluated or considered as responses to the supplemental items.

SUPPLEMENTAL APPLICATION ITEMS

1. Describe your leadership philosophy and experience, and how this has enabled you to organize and motivate individuals and groups to efficiently and effectively complete complex tasks and projects. Please include in your response information regarding your experience in, and approach to, reviewing and editing the work of others.
2. Describe your experience in research/developing a position on an important legal policy question; advising upper management and program on the issue; assisting upper management and program in reaching a decision on the issue; and assisting upper management and program in implementing new legal policy.
3. Describe your ability to, and experience with, managing a complex project or team relating to a complex legal challenge, including setting priorities; directing the work of multidisciplinary professional and administrative staff; and/or coordinating with upper management and outside stakeholders.
4. Describe your work experience interacting professionally with all levels of management, staff and the public on a wide range of legal and administrative matters.
5. Describe a specific example in which you had to resolve a significant conflict with a client, upper management, or a stakeholder. What strategies and tools did you use to achieve the resolution?

THIS CONCLUDES THE EXAMINATION PROCESS FOR THE ASSISTANT CHIEF COUNSEL. PLEASE REFER TO THE INSTRUCTIONS LISTED ABOVE FOR INFORMATION ON HOW TO RETURN YOUR APPLICATION AND EXAMINATION MATERIALS.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS' PREFERENCE: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference; 2) An entrance examination is defined, under the law, as any open competitive examination; 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS' PREFERENCE: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI from TDD: 1-800-735-2929 MCI from voice telephone: 1-800-735-2922

Sprint from TDD: 1-888-877-5378 Sprint from voice telephone: 1-888-877-5379

CONDITIONS OF EMPLOYMENT (631)

Examination Title: Assistant Chief Counsel

FFD: May 11, 2015

Name: _____
(Print: first, middle initial, last)

If you are successful in your examination your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form. If you are unwilling to accept work or do not reply promptly to communications your name will be placed on the inactive list.

Locations in which you are willing to work:

Please indicate your choices - you will not be offered a job in locations not checked. If more than 15 locations are chosen, you may be considered available for work anywhere in the state.

Please check your choices - you will not be offered a job in locations not checked.

_____ (3400) Sacramento County

TYPE OF EMPLOYMENT DESIRED:

ON A PERMANENT BASIS, I AM WILLING TO WORK:

_____ Full Time _____ Part Time (regular hours less than 40) _____ Intermittent (on call)
_____ Limited Term

ON A TEMPORARY BASIS, I AM WILLING TO WORK:

_____ Full Time _____ Part Time (regular hours less than 40) _____ Intermittent (on call)
_____ Limited Term

It is your responsibility to notify the Department of Public Health, Examination Unit, of any changes in your address or availability for employment. All correspondence must include your examination title, identification number and Social Security number.

Signature: _____ Date: _____